

DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
ENFORCEMENT SECTION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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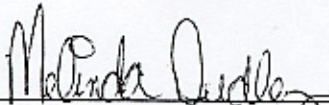
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

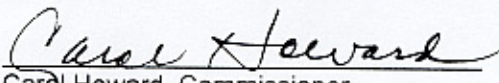
ENFORCEMENT SECTION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

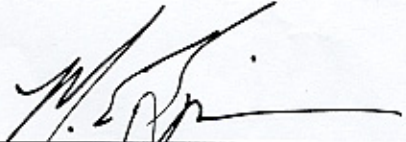
APPROVAL RECOMMENDED



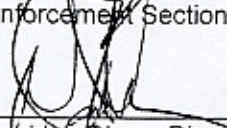
Melinda Dudley, Chief Records Officer  
Department of Transportation



Carol Howard, Commissioner  
Division of Motor Vehicles

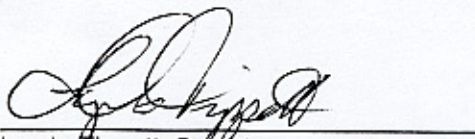


Colonel Michael Sizemore, Acting Director  
Enforcement Section

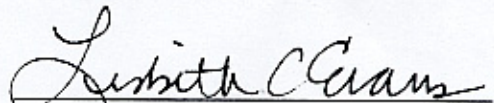


David J. Olson, Director  
Division of Historical Resources

APPROVED



Lyndo Tippet, Secretary  
Department of Transportation



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

August 9, 2002

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**Department of Transportation  
Division of Motor Vehicles  
Enforcement Section  
Office of the Assistant Director**

**District Offices**

**Item 13829. Uniform Citation File.** Citations issued for traffic offenses. File also includes Traffic Stop Reports (SBI-122). Month, day, year, time of stop, agency name, county and city of stop, initial purpose of traffic stop, vehicle driver information, enforcement action taken as a result of the traffic stop, type of contraband found, property seized, and other related data entered into Traffic Stop Statistic Database (Electronic) File. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 months after case is adjudicated.

**Item 13831. Action for Inspector/Certification (ENF-310) File.** Certifications received from the local community colleges concerning certified license emission mechanics and license safety inspection mechanics. File also includes attendance records.

DISPOSITION INSTRUCTIONS: Destroy in office certification for emission mechanics after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy in office certification for safety inspection mechanics after 4 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy in office remaining records when reference value ends.

**Item 13837. Safety Inspection Undercover Operations File.** Records in paper and electronic formats concerning undercover investigations of safety inspection stations. File includes investigative reports, correspondence, and other related records. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13843. Safety Inspection Station Cards File.** Index in paper and electronic formats of safety inspection stations. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 1 year after station goes out-of-business if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**Item 13844. Safety Inspection Stations File.** Records in paper and electronic formats concerning safety inspection stations. File includes applications, undercover reports, investigative complaints, station information, civil orders, administrative orders, and other related records. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 3 years after investigation is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13854. Report and Records of Inspection (ENF-401) File:** Forms listing names and addresses of automobile dealers, dealer compliance, number of salesmen available, comments, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 13855. Automobile Dealers' Investigations File.** Records in paper and electronic formats concerning the investigations of automobile dealers. File includes correspondence, copy of complaints, investigative reports, copy of inspections, and other related records. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 3 years after investigation is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13857. Anti-Theft Investigations File.** Records in paper and electronic formats concerning anti-theft investigations of motor vehicles. Forms include Report of Initial Examination of Salvage Vehicles (ENF-275), Rebuilder Affidavit (ENF-276), and Rebuilt or Reconstructed Salvage Vehicle (ENF-277). (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 3 years after investigation is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13858. Notice of Storage File.** Notices received for stored vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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**Item 13859. Vehicle Registration (ENF-270) File.** Records in paper and electronic formats concerning vehicle registrations. File includes vehicles identification number, ownership data, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 3 years after investigation is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13860. Safety Inspections Stations (ENF-301) File.** Records in paper and electronic formats concerning the inspectors' audits of safety inspection stations. File includes demographic data, type of equipment, audit results, and other related records. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 3 years after investigation is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13861. Safety Investigations File.** Records in paper and electronic formats concerning complaints on safety inspection stations. File includes undercover investigations reports and other related records. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 3 years after investigation is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13862. Special Investigations File.** Records in paper and electronic format concerning special investigations conducted by inspectors. File includes driver's license and title fraud investigative records, and other special investigations records. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 3 years after investigation is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**Item 13863. Tax Assessment File** Follow-up reports concerning payment of over-load citations.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after tax assessment is paid.

**Item 13865. Theft Investigations File.** Records in paper and electronic formats concerning vehicles that have been stolen. File includes correspondence, investigative reports, and other related records. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 3 years after investigation is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13866. Driver Equipment Inspection Reports Form (ENF-500) File.** Reports concerning motor carriers and their drivers' compliance with the federal rules and regulations. Report lists dates of inspections, vehicles data, drivers' information, type of violations, names and addresses of carriers, and other related data. File also includes Out-of-Service Fine Citation Form (ENF-507). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 3 years if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13871. Warrant Books File.** Log books concerning actions of warrants.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 13873. Uniform Citation and Notice of Assessment (ENF-001) File.** Completed citation forms issued by weigh stations.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after case is adjudicated.

**Item 13874. Citation Logs File.** Electronic listings of citations issued by weigh stations. File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after case is adjudicated.

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**Item 46091. Permit Violation Civil Fine Assessment Form Reports File.** Reports in paper and electronic formats concerning motor carriers who have been found to be in violation of North Carolina General Statutes 20-119(d). Reports list permit numbers, weight of vehicle and load, location data, owners and drivers information, dates of issuance, expiration dates, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 3 years if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.



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**MOTOR CARRIE SAFETY/HAZMAT ENFORCEMENT UNIT**

**Item 3175. Citation File.** Records in paper and electronic formats concerning citation ticklers for violation of motor vehicle laws. File includes citations, assessments, investigation results, vehicles information, dates of violations, types of violations, tax warrants, garnishment records, and other related records. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 2 years after citation is paid if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13737. Radioactive Monitoring Form File.** Records concerning the transporting of radioactive materials. Form lists carrier names, origin, destination, load security, types of placard displayed, types of materials, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 13788. Alarm Books File.** Computer printouts produced from Fuel Tax Compliance Systems (TACS) Database and sent to field personnel concerning money owed by taxpayers and fuel tax assessments owed to Department of Revenue.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 13892. Investigations Reports File.** Records in paper and electronic formats concerning alleged violations. File includes investigation reports, findings, correspondence, and actions taken by the commission. (Records may be considered confidential.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13893. Accident Reports File.** Accident reports of motor carriers.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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**MOTOR CARRIER SAFETY/HAZMAT ENFORCEMENT UNIT**

**Item 46013. Driver Equipment Inspection Reports Form (ENF-500) File.** Reference copies of reports in paper and electronic formats concerning motor carriers and their drivers' compliance with the federal rules and regulations. Report lists dates of inspections, vehicles data, drivers' information, type of violations, names and addresses of carriers, and other related data. File also includes Out-of-Service Fine Citation Form (ENF-507). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

**DISPOSITION INSTRUCTIONS:** Destroy in office records in paper and electronic formats after 3 years if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 46014. Motor Carrier Arrest and Adjudication Form (ENF-504) Reports File.** Reports in paper and electronic formats concerning drivers' violations and court's final rulings. File includes names of officers, station number, court dates, uniform traffic numbers, types of violations and charges, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

**DISPOSITION INSTRUCTIONS:** Destroy in office records in paper and electronic formats after 3 years if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 46015. Permit Violation Civil Fine Assessment Form Reports File.** Reference copies of reports in paper and electronic formats concerning motor carriers who have been found to be in violation of North Carolina General Status 20-119(d). Reports list permit numbers, weight of vehicle and load, location data, owners and drivers information, dates of issuance, expiration dates, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

**DISPOSITION INSTRUCTIONS:** Destroy in office records in paper and electronic formats after 3 years if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.



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**SAFETY/EMISSIONS UNIT**

**Item 3176. Safety Inspection File.** Records in paper and electronic formats concerning safety equipment/exhaust emissions inspection stations and windshield replacement stations. File includes applications, inspection correspondence, suspension and revocation orders, probation orders, hearing confirmations, investigative reports, legal documents, analyzers' changes, and other related records. Application data, analyzers' changes, stations' identification numbers, demographics data, and other related data entered into MCI World COM Database (Electronic) File (Item 46049) when information received. Station names, identification numbers, types of stations, demographic data, inspection stickers purchased, names of purchasers, and other related data entered into State Titling and Registration System (STARS) Database (Electronic) File (Item 46054) when information received. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Technology System Imaging Team.)

DISPOSITION INSTRUCTIONS: Scan in office paper records onto optical disk when received. Destroy in office scanned paper records after all quality control procedures have been completed. Destroy in office scanned images when superseded or obsolete.

**Item 46048. Authorized Person to Purchase Inspection Stickers Form (ENF-328) File.**

Records in paper and electronic formats concerning individuals authorized to purchase inspection stickers. Forms include station information, owner's declaration, person(s) authorized to pick up inspection stickers, driver license numbers, and other related data. (Stations identification data, purchasers name, names of person(s) authorized to pick up inspection stickers, driver license numbers, and other related data entered into State Titling and Registration System (STARS) Database (Electronic) File (Item 46054) (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Technology System Imaging Team.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 30 days after station is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 46049. MCI WorldCom Database (Electronic) File.** Electronic records concerning new safety equipment/exhaust emissions inspection stations and windshield replacement stations. Electronic file includes application data, analyzers changes, type of station, inspection type, type of business operated, demographics data, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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**SAFETY/EMISSIONS UNIT**

**Item 46050. Notification Letters File.** Records in paper and electronic formats concerning notifications sent to vehicle owners that a penalty has been assessed for not having their annual emissions inspection completed. File includes year, make, and model of vehicles, vehicle identification number, title number, type and amount of penalties assessed, and other related records. Year, make, and model, vehicle identification number, title number, amount due for emission inspection civil penalty, amount of late payment penalty, amount of interest assessed, total amount due, and other related data entered into State Titling and Registration System (STARS) Database (Electronic) File (Item 46054). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when reference value ends.

**Item 46051. Registration Denial Courtesy Letters File.** Records in paper and electronic formats concerning notices sent to individuals reminding them to have an annual emissions inspection for their vehicle. Individual's driver license number and vehicle identification number, and other related data entered into State Titling and Registration System (STARS) Database (Electronic) File (Item 46054). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when reference value ends.

**Item 46052. Requests for Inspector/Mechanic Control Number Form (ENF-327) File.** Records in paper and electronic formats concerning individuals requesting a control number. Forms list inspector/mechanic information, employer information, and Division of Motor Vehicles information. Individual's name, driver license number, vehicle information, telephone number, and address entered into State Titling and Registration System (STARS) Database (Electronic) File (Item 46054). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 3 years.

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**Item 46053. Requests for Registration Denial Hearing Form (ENF-316) File.** Records in paper and electronic formats concerning individuals requesting a hearing due to the denial of vehicle registration. Forms list owner's name, current address, vehicle make, vehicle identification number, vehicle license plate number, and other related data. Individual's name, driver license number, vehicle information, telephone number, and address entered into State Titling and Registration System (STARS) Database (Electronic) File (Item 46054). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 3 years after station closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 46054. State Titling and Registration System (STARS) Database (Electronic) File.** Electronic records concerning safety equipment/exhaust emissions inspection stations and windshield replacement stations. Electronic file includes names and types of stations, station's identification number, demographic data, number of inspection stickers purchased, names of purchasers, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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**SUSPENSIONS/REVOCATIONS/DEALERS ENFORCEMENT UNIT**

**Item 3172. Master Dealers' File.** Records in paper and electronic formats concerning motor vehicle dealers' licenses. File includes applications, affidavits, correspondence, legal documents, license renewals, cancellation orders, and other related records. File also includes dealers' original bonds and increase rider bonds. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Systems Technology Imaging Team.)

DISPOSITION INSTRUCTIONS: Scan in office license renewals and affidavits onto optical disk when received. Destroy in office scanned records 90 days after all quality control procedures have been completed. Erase in office optical disks 3 years after dealer and/or salesman becomes inactive. Retain in office paper copies of original bonds and increase rider bonds permanently. Destroy in office remaining records in paper and electronic formats when reference value ends.

**Item 13767. Dealers' Hearings and Orders File.** Records concerning licensed dealers and/or salesmen who have violated North Carolina General Statutes. File includes transcripts of hearings, bond cancellations, legal orders, and other related records. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years of inactivity if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13769. Dealers' and Salesmen Application Cards File.** Renewal applications and cards for motor vehicles dealers and salesmen. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years of inactivity if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13772. Dealers' Certificate Stubs File.** Certificates for dealers' licenses.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years of inactivity if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**SUSPENSIONS/REVOCATIONS/DEALERS ENFORCEMENT UNIT**

**Item 13908. Driver License Revocation File.** Revocation orders to pick up driver licenses. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 6 months after clearance if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 44569. Dealer's License Plate File.** License plates in storage.

DISPOSITION INSTRUCTIONS: Destroy in office dealers' metal license plates after 2 years. Retain in office remaining license plates permanently.

**Item 44571. Dealers and Salesmen Not Licensed File.** Records in paper and electronic formats concerning dealers and salesmen that were denied a license. File includes copies of denial, applications, and other related records. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 44578. Bond Cancellation File.** Notices of bond cancellations received from bonding companies and not filed with the Division of Motor Vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 44653. Civil Penalties File.** Civil penalties assessed for misuse of dealer tags. File also includes notice of assessments and reference copies of collection receipts.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**VEHICLE THEFT ENFORCEMENT UNIT**

**Item 3173. Theft File.** Records in paper and electronic formats concerning the theft of motor vehicles. File includes correspondence, investigation reports, theft reports, registration data, information concerning theft suspects, and other related records. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (Portion of file may be considered confidential.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with Recovery File (Item 3174) when motor vehicle is recovered. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining records for recovered motor vehicles to Recovery File (Item 3174) when motor vehicle recovered. Transfer records of non-recovered motor vehicles to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**Item 3174. Recovery File.** Records in paper and electronic formats concerning recovered motor vehicles. File includes correspondence, investigation reports, theft reports, registration data, information concerning theft suspects, and other related records. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (Portion of file may be considered confidential.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 3 years after motor vehicle recovered if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13738. Theft Rings File.** Records in paper and electronic formats concerning the theft of vehicles by suspected theft rings. File includes investigative reports, correspondence, and other related records. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when reference value ends.

**Item 13739. Intelligence and Special Investigations File.** Records in paper and electronic formats concerning special investigations on vehicle thefts. File includes investigative reports, correspondence, and other related records. File also includes an index listing vehicle thefts. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when reference value ends.

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**VEHICLE THEFT ENFORCEMENT UNIT**

**Item 13780. Storage Cards File.** Indexes for motor vehicles which are being kept in storage.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13781. Storage File.** Records in paper and electronic formats concerning motor vehicles kept in storage. File includes reports of stored vehicles, notices to interested parties concerning sale or disposal of motor vehicle, motor vehicle claim report, notice of intent, correspondence, and other related records. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13782. Notices of Sale File.** Sale notices for motor vehicles in storage. File also includes reports of unclaimed vehicles, notices of intent to sell forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after motor vehicles sold if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13783. Notices of Sale Cards Index File.** Sale notice indexes for motor vehicles in storage.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after motor vehicles sold if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.



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DIVISION OF MOTOR VEHICLES  
ENFORCEMENT SECTION  
OFFICE OF THE ASSISTANT DIRECTOR**

**VEHICLE THEFT ENFORCEMENT UNIT**

**Item 44651. Driving While Impaired (DWI) File.** Records in paper and electronic formats concerning DWI notifications sent to Division of Motor Vehicles by enforcement officers on seized vehicles for individuals charged with driving while impaired. File also includes copies of registration inquiries, letters sent to non-defendant owners, lien-holders, insurance companies, and other related records. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 46016. State Titling and Registration System (STARS) Database (Electronic) File.** Electronic records concerning the theft of motor vehicles. Electronic file includes vehicle identification numbers, registration data, file numbers, dates of theft, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after motor vehicle recovered if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF TRANSPORTATION  
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ENFORCEMENT SECTION  
OFFICE OF THE DIRECTOR**

**TRAINING AND DEVELOPMENT UNIT**

**Item 13717. Investigation Reports File.** Records in paper and electronic formats concerning investigations conducted by the director. File includes correspondence, copies of complaints, investigative reports, and other related records. (Portions of the file may be considered confidential.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13718. Legislative File.** Records concerning legislative efforts. File includes reference copies of statutes, excerpts of statutes pertaining to enforcement, correspondence, legislative reports, recommendations, recommended legislation, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 13728. Major's Program Correspondence File.** Records in paper and electronic formats concerning correspondence written to and/or received concerning dealers, safety inspections, weigh stations, auto theft, motor carriers, and other related subjects. File also includes section guidelines, procedures, and/or protocol. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when administrative value ends. Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years then transferred to the custody of the Archives.

**Item 13729. Hearings Transcripts and Orders File.** Hearing transcripts, orders, and disposition findings for franchise dealers' disputes.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
ENFORCEMENT SECTION  
OFFICE OF THE DIRECTOR**

**TRAINING AND DEVELOPMENT UNIT**

**Item 13730. Franchise Dealers Dispute Hearings File.** Records concerning disputes of vehicle franchise dealers. File includes hearings and pleadings, dispositions, motions, orders, petitions to the commission for franchise disputes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 13732. Light-Traffic Roads File.** Records concerning roads that have been designated and declared light-traffic (low weight) roads.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 13744. Director's Correspondence File.** Correspondence in paper and electronic formats written and received from the Commissioner. File also includes section goals and objectives, correspondence received from the secretary, other officials within the department, the general public, and other state and federal agencies concerning the administration and management of the section. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when administrative value ends. Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years then transferred to the custody of the Archives.

**DEPARTMENT OF TRANSPORTATION  
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OFFICE OF THE DIRECTOR**

**TRAINING AND DEVELOPMENT UNIT**

**Item 46056. Intoxilyzer 5000 Certification File.** Records in paper and electronic formats concerning Law Enforcement Officers (LEO) certified to operate intoxilyzers. Officers' name and file number, training hours, dates of certification, pass/failed status, and other related data entered into Law Enforcement Officers (LEO) Training Database (Electronic) File. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 46057. Law Enforcement Officers (LEO) Training Database (Electronic) File.** Electronic records concerning officers who have attended training. Electronic file includes file numbers, names of officers, social security numbers, dates of attendance, name of classes, name of courses, pass/failed status, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 46058. Radar Certification File.** Records in paper and electronic formats concerning Law Enforcement Officers (LEO) certified to operate radar units. Officers' name, officers file number, social security number, training hours, dates of certification, pass/failed status, and other related data entered into Law Enforcement Officers (LEO) Training Database (Electronic) File. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 46059. Radar Instrument Calibration and Accuracy Tests Form File.** Completed forms concerning the speed-measuring instrument which has been calibrated and tested in accordance with G.S. 17C-6(a)(13) and G.S. 8-50.2(c).

DISPOSITION INSTRUCTIONS: Destroy in office 1 year from the date of its execution if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF TRANSPORTATION  
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ENFORCEMENT SECTION  
OFFICE OF THE DIRECTOR**

**TRAINING AND DEVELOPMENT UNIT**

**Item 46060. Uniform Citations File.** Citations for traffic offenses issued by officers assigned to the Training and Development Unit. File also includes traffic stop reports. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

**DISPOSITION INSTRUCTIONS:** Destroy in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
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TRAINING AND DEVELOPMENT**

**SUPPLY AND LOGISTICS UNIT**

**Item 13734. Vehicle Safety Equipment Certificates File.** Certificates of approval for vehicle safety equipment from the American Association of Motor Vehicle Administrators.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 13735. Approval Books File.** Books approving safety equipment certificates.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 13825. Pistol File.** Records in paper and electronic formats concerning the assignment of pistols. File includes name of individual receiving pistol, location where pistol is sent, serial numbers, caliber, and other related data. File maintenance and backup procedures are conducted by Information Technology Services (ITS.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.